

# NEW YORK

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. Read all instructions printed below and on the FPCA before completing and signing your application.

## FEDERAL POST CARD APPLICATION

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)											
APPLICATION FOR STATE OF _____				COUNTY OF _____				CITY OR TOWNSHIP OF _____			
I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.											
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>1. APPLICANT INFORMATION</b> (See instruction 1.)           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 50%;">a. TYPED OR PRINTED NAME (Last, First, Middle Initial)</div> <div style="width: 10%;">b. SEX</div> <div style="width: 40%;">c. RACE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">d. DATE OF BIRTH</div> <div style="width: 35%;">e. SOCIAL SECURITY NUMBER</div> <div style="width: 40%;">f. OTHER IDENTIFICATION NO. (passport, ID card)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">M   M   D   D   Y   Y</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> </div> <div style="width: 38%;"> <b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See Instructions.)           <div style="text-align: center; font-size: 2em; margin-top: 5px;">D</div> </div> </div>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.)           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">a. YEAR</div> <div style="width: 35%;">b. COUNTY, CITY, OR TOWNSHIP</div> <div style="width: 10%;">c. STATE</div> <div style="width: 30%;">d. VOTER REGISTRATION NO. (if known)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">A</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 30%;">—   —   —   —   —   —</div> </div> </div> <div style="width: 38%;"> <b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See Instructions.)           <div style="height: 40px; margin-top: 5px;"></div> </div> </div>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 50%;">a. LAST DATE OF RESIDENCY</div> <div style="width: 10%;">M</div> <div style="width: 10%;">M</div> <div style="width: 10%;">D</div> <div style="width: 10%;">D</div> <div style="width: 10%;">Y</div> <div style="width: 10%;">Y</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 50%;">b. NUMBER AND STREET (Do not use Post Office Box)</div> <div style="width: 10%;">c. CITY, TOWN OR VILLAGE</div> <div style="width: 40%;">d. STATE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">e. COUNTY OR PARISH</div> <div style="width: 35%;">f. ZIP CODE (9 - digit, if known)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> </div> <div style="width: 38%;"> <b>8. AFFIRMATION BY APPLICANT</b>            X only one: a, b, c or d            I swear/affirm, under penalty of perjury, that I am: (See Instructions)           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">             a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.           </div> <div style="width: 38%;"> <div style="text-align: center; font-size: 2em;">E</div>             b. a U.S. citizen temporarily residing outside the U.S.           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">             c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.           </div> <div style="width: 38%;">             d. other U.S. citizen residing outside the U.S.           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">             e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribed to any required state/local oath or statement.           </div> <div style="width: 38%;">             f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">             g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.           </div> <div style="width: 38%;">             h. The information on this form is true and complete.           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">             i. SIGNATURE OF APPLICANT           </div> <div style="width: 38%;">             j. DATE           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;"> <div style="text-align: center; font-size: 2em;">X</div> </div> <div style="width: 38%;"> <div style="text-align: center; font-size: 2em;">F</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">M   M   D   D   Y   Y</div> <div style="width: 38%;">M   M   D   D   Y   Y</div> </div> </div> </div>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.)           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">C</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> </div> <div style="width: 38%;"> <b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b>            (If required by state law)           <div style="text-align: center; margin-top: 5px;">DATE SIGNED</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">M   M   D   D   Y   Y</div> <div style="width: 38%;">M   M   D   D   Y   Y</div> </div> </div> </div>											
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See instructions.) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;">—</div> <div style="width: 35%;">—   —   —   —   —   —</div> <div style="width: 40%;">—   —   —   —   —   —</div> </div>											

## Application Instructions

Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.

- A.** Do not leave blank. Enter “N/A” if not applicable or if you are a first time voter.
- B.** Provide the complete street address of your New York voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: “on Highway \_\_\_\_\_, 2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station.” This address must be different from the one provided in Item 4 and must be within the county where you claim legal voting residence.
- C.** Print the complete address where you want your ballot sent - usually your current mailing address. It must be different from the address you provided in Item 3.
- D.** If you do not list a party affiliation, you cannot vote in primary elections. You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write “none” in Item 6 of the FPCA. Political party affiliation is not required if only

requesting absentee ballots for general elections. If you are currently registered and want to change your political party affiliation or you have previously declined to indicate a political party and you now want to vote in a primary election, you must timely submit a completed FPCA, which includes your new political party affiliation, to the local election official. Please note that when changing parties, your new political party affiliation will not become effective until after the general election preceding the primary election of interest to you. For example, if a person voted in the 2000 Republican primary and wants to vote in the 2002 Democratic primary, the voter must return a change of political party choice postmarked not later than 25 days before the 2001 general election and received by the local board of elections not later than 20 days before the 2001 general election. Following the election, the change will be officially recorded.

- E.** Check ONE box.
- F.** You sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.

## **I. UNIFORMED SERVICES**

### **A. Who Can Do It**

These procedures apply to persons who are U.S. citizens, residents of New York and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### **B. Registering and Requesting an Absentee Ballot**

You may use a single FPCA to request ballots for all elections within a calendar year (for local, state and Federal offices).

To register and request an absentee ballot, send a completed FPCA to the local board of elections so that it arrives not later than 25 days before the primary election and not later than 10 days before a general or special election.

If you are already registered and only wish to request an absentee ballot, send a completed FPCA to the local board of elections so that it arrives not later than 7 days before the election.

### **C. Casting Your Vote**

**Ballot Return Deadline:** Return your voted ballot to the local board of elections. It must be postmarked by the day before the election and must arrive by the seventh day after the election. Ask the mail clerk to hand stamp the ballot envelope to ensure a date appears on the envelope.

Local election officials mail out absentee ballots approximately 32 days before an election, with the following exceptions: ballots are sent out 12 days before special elections and 25 days before school board elections in New York City and Buffalo.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instruction in Chapter 2, page 12.

### **D. Notary/Witness Requirements**

No registration or voting materials are notarized or witnessed.

## **E. Electronic Transmission of FPCAs and Ballots**

New York does not allow electronic transmission of the FPCA, the blank absentee ballot or the voted absentee ballot.

### **F. Application For Ballot By Proxy**

If you are outside the U.S., your spouse, parent, adult child, brother, sister or duly authorized agent may apply to the local board of elections for an absentee ballot on your behalf.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## **II. CIVILIANS OUTSIDE U.S.**

### **A. Who Can Do It**

These procedures apply to persons who are U.S. citizens, residents of New York and special Federal voters. The term “special Federal voter” means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in New York.

- New York residents temporarily residing outside the U.S. (for local, state and Federal office ballots)
- special Federal voters (for Federal office ballots only)

### **B. Registering and Requesting an Absentee Ballot**

You may use a single FPCA to request ballots for all elections within a calendar year.

If you are a New York resident temporarily residing outside the U.S., register by sending a completed FPCA to the local board of elections early enough to request, receive, fill in and return the state mail registration form so that it is postmarked not later than 25 days before the election, and received by the local board of elections not later than 20 days before the election. Local election officials will send you an absentee ballot upon the timely return of the state mail registration form.

If you are a registered New York resident temporarily residing outside the U.S., and only wish to request an absentee ballot, send a completed FPCA to the local board of elections so that it arrives not later than 7 days before the election.

***Notify Your Local Election Official About Your Current Mailing Address***

If you are an unregistered special Federal voter, register by submitting a completed FPCA to the local board of elections so that it arrives not later than 25 days before any election.

If you are a registered special Federal voter, request an absentee ballot by sending a completed FPCA to the local board of elections so that it arrives not later than 7 days before the election.

### C. Casting Your Vote

**Ballot Return Deadline:** Return your voted ballot to the local board of elections. It must be postmarked by the day before the election and must arrive by the seventh day after the election. Ask the mail clerk to hand stamp the ballot envelope to ensure a date appears on the envelope.

Local election officials mail absentee ballots approximately 32 days before an election, with the following exceptions: ballots are sent out 12 days before special elections and 25 days before school board elections in New York City and Buffalo.

If you have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instruction in Chapter 2, page 12.

### D. Notary/Witness Requirements

No registration or voting materials are notarized or witnessed.

### E. Electronic Transmission of FPCAs and Ballots

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Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

### A. Bars to Registration and Voting

Convicted felons serving a term of imprisonment (including parole) and those found mentally incompetent may not register or vote.

### B. Cancellation of Registration

Registration is canceled after four (4) years of inactive status.

### C. Action on Registration Requests

Notification of approval or denial is sent to resident voters. Military voters and special Federal voters receive either a ballot or notification of denial.

### D. Action If Registration Is Denied

If registration is denied, consult a legal assistance officer or civilian counsel.

### E. Voting By Citizens Who Have Never Lived in the U.S.

A U.S. citizen who was born abroad and who is eligible to vote and who has never lived in the U.S. may register and vote in the county where a parent would be eligible to register and vote (for Federal offices only).

### F. Where To Send It

Mail the FPCA to the County Board of Elections, county of voting residence, as listed below:

County	County Seat	Zip Code
Albany	16 Eagle Street Albany, NY	12207-1019
Allegany	7 Court Street Belmont, NY	14813-1085
Broome	44 Hawley St. PO Box 1766 Binghamton, NY	13902-3722
Cattaraugus	302 Court St. Little Valley, NY	14755-1091
Cayuga	10 Court St. Auburn, NY	13021-3470
Chautauqua	Gerace Office Bldg., 3 N. Erie St. Mayville, NY	14757-1007
Chemung	425 Pennsylvania Ave., PO Box 588 Elmira, NY	14902-0588
Chenango	County Office Bldg., 5 Court St. Norwich, NY	13815-1676
Clinton	137 Margaret St. Plattsburg, NY	12901-2933
Columbia	401 State St. Hudson, NY	12534-1996
Cortland	County Court House, 46 Greenbush Street, Suite 102 Cortland, NY	13045-3703
Delaware	3 Gallant Ave. Delhi, NY	13753-1095
Dutchess	47 Cannon St. Poughkeepsie, NY	12601-3270
Erie	134 W. Eagle St. Buffalo, NY	14202-3896
Essex	County Court House, PO Box 217 Elizabethtown, NY	12932-9801
Franklin	355 West Main Street Malone, NY	12953-1821
Fulton	2714 STHWY 29, Suite 1 Johnstown, NY	12095-9801
Genesee	15 Main Street, PO Box 284 Batavia, NY	14021-0284
Greene	441 Main St., 2nd Floor Catskill, NY	12414-1445
Hamilton	County Complex, Route 8, PO Box 175 Lake Pleasant, NY	12108-9801
Herkimer	109 Mary St., Suite 1306 Herkimer, NY	13350-0527
Jefferson	175 Arsenal St. Watertown, NY	13601-2543
Lewis	7660 North State Street Lowville, NY	13367-9801
Livingston	6 Court Street, Room 104 Genesee, NY	14454-1043
Madison	N. Court Street, PO Box 666 Wampsville, NY	13163-9998

County	County Seat	Zip Code
Monroe	39 Main St. West Rochester, NY	14614-1490
Montgomery	Old Court House P.O. Box 1500 Fonda, NY	12068-1500
Nassau	New Admin Bldg., 400 County Seat Drive Mineola, NY	11501-4800
Niagara	59 Park Ave. Lockport, NY	14094-2752
Oneida	800 Park Ave. Utica, NY	13501-2974
Onondaga	Civic Center, 421 Montgomery St. Syracuse, NY	13202-2999
Ontario	20 Ontario Street Canandaigua, NY	14424-1801
Orange	25 Court Lane, PO Box 30 Goshen, NY	10924-1508
Orleans	County Office Bldg., 14016 Rt. 31 Albion, NY	14411-9382
Oswego	46 E. Bridge St. Oswego, NY	13126-2118
Otsego	County Office Bldg., 197 Main St. Cooperstown, NY	13326-1193
Putnam	1 Geneva Road Brewster, NY	10509
Rensselaer	1600 7th Ave. Troy, NY	12180-4098
Rockland	11 New Hempstead Rd. New City, NY	10956-3600
St. Lawrence	Courthouse, 48 Court St. Canton, NY	13617-9987
Saratoga	50 W. High St. Ballston Spa, NY	12020-1979
Schenectady	430 State Street, Suite 108 Schenectady, NY	12305-2170
Schoharie	300 Main Street, Room 300 PO Box 99 Schoharie, NY	12157-9998
Schuyler	County Building 105 9th Street, Unit 13 Watkins Glen, NY	14891-1435

County	County Seat	Zip Code
Seneca	1 DiPronio Dr. Waterloo, NY	13165-1681
Steuben	3 E. Pulteney Sq. Bath, NY	14810-1510
Suffolk	Yaphank Avenue, PO Box 700 Yaphank, NY	11980-9733
Sullivan	100 North Street, PO Box 5012. Monticello, NY	12701-5192
Tioga	County Office Bldg. 56 Main St. Owego, NY	13827-1595
Tompkins	Court House Annex 128 E. Buffalo St. Ithaca, NY	14850-4273
Ulster	284 Wall Street Kingston, NY	12401-3641
Warren	1340 St. Route 9 Lake George, NY	12845-9803
Washington	383 Broadway Fort Edward, NY	12828-1021
Wayne	157 Montezuma St. Ext., P.O. Box 636 Lyons, NY	14489-0636
Westchester	25 Quarropas Street White Plains, NY	10601-4824
Wyoming	76 North Main St. Warsaw, NY	14569-1027
Yates	110 Court Street, Room 102 Penn Yan, NY	14527-1130

New York City, send to the borough board of election at the following address:

NY (Manhattan)	200 Varick Street, New York	10014
Bronx	1780 Grand Concourse, Bronx, NY	10457
Kings (Brooklyn)	345 Adams Street, Brooklyn, NY	11201
Queens	42-16 West Street, Queens Plaza, Long Island City, NY	11101
Richmond (Staten Island)	1 Edgewater Plaza, Staten Island, NY	10305